



Four Ways to Search QB to FIND what you need:

Over time, your QuickBooks® company file can grow in size to the point that it becomes difficult to find specific transactions. For instance, let's say that you hire a new employee, and want to order another desk to match the ones in your office. You vaguely remember the last time that you ordered a desk, but can't remember which vendor, or how much you paid.

- A. **Search Registers:** QuickBooks Maintains a register for each account on your balance sheet, which includes bank accounts, inventory, accounts receivable, and other assets. There are also registers for accounts payable, loan accounts, and owner's equity. Depending upon what you're looking for, a register might be a fast way to find what you're looking for, such as that desk we mentioned at the start:
1. Choose "Edit", and then "Use Register (or press Ctrl R). Alternatively, you can choose "Banking, and then "Use Register."
 2. Choose your Furniture account from the list, and then click OK.
 3. You can use the Go To button to search the register. This can help you narrow your search within a register that contains many transactions.
 4. The register displays a searchable listing of all transactions within a balance sheet account. Keep in mind that registers are just one way to find transactions in QB, and won't always be appropriate for every situation. For instance, income and expense accounts don't have a register- in those cases you need to take another approach.
- B. **"Simple Find" Search:** Think of the Simple Find feature as an expanded version of the Go To feature within a Quickbooks register. Choose "Edit", and then "Find" (or press Ctrl + F) to display the window. If necessary, click the Simple tab at the top of the window. You can then carry out searches based on transaction type, such as Invoice, Estimate, Bill, Check and so on:
1. Choose a transaction type from the list.
 2. Optionally limit your search by completing the Customer/Job, Date, Transaction #, and Amount. It's not necessary to complete these additional fields, however without doing so you'll return a list of all transactions of a given type, which may or may not be helpful.
 3. Once your list of transactions appears on the screen, you have several options: Double-click on a transaction to view it, or click once on the transaction and then click the Go To button. Click the Report button to display a Find report onscreen. You can then click the Modify Report button to further refine the results of the Find report. Click the Export button to export the results to a comma-separated values (CSV) file or Excel spreadsheet.
- C. **Advanced Find**
1. This feature, shown in Figure 4, is akin to the Simple Find on steroids. You can search QuickBooks based on any combination of dozens of criteria. To use Advanced Filter, simply choose a field from the Filter column, and then set the desired criteria. Your input choices will vary based on the field that you choose. For instance, if you click on Name City, you can enter a single city. Conversely, you can make multiple selections when you choose a field like Item or Account. Keep adding new filters as needed. You can craft some very elaborate searches in this fashion. To eliminate a filter, click once on the item within the list on the right, then hit the Delete key.